posta bulletin Washington, D.C. 20260/Thursday, May 24, 1973/Five Pages

SERVICE *

All Postal Installations

8-Cent Boston Tea Party Bicentennial Commemorative Stamps

The 8-Cent Boston Tea Party Bicentennial commemorative postage stamps will be first placed on sale at Boston, MA 02109, on July 4, 1973.

POSTMASTERS SHALL NOT PLACE THESE STAMPS ON SALE BEFORE
JULY 5, 1973



Size: 1.44" x 0.84" image area (horizontal)

ISSUED IN SHEETS OF 50

Colors: Yellow, red, light blue, dark blue, and black

Initial printing: 150 million Designer: William A. Smith

The issue is unique in U.S. postage production, the four stamps, each a design entity, combine to complete the scene of 1773 when enraged colonists dumped chests of tea from British ships into the harbor in protest of the English-levied tax.

To obtain first-day cancellations, collectors may submit requests to Postmaster, Boston, MA 02109. See Postal Service Manual, section 257.2. Requests must be postmarked no later than July 4. Selected mint stamps will be available at the Philatelic Sales Unit, Washington, DC 20036, beginning July 5, 1973.

All classes of post offices will re-

ceive an initial supply of the stamps under the automatic distribution schedule.

First-class post offices requiring additional bulk quantities should immediately submit a separate requisition (form 3356) to the Bureau of Engraving and Printing using item No. 479.

First-class post offices requiring less-than-bulk quantities in addition to the automatic distribution and all other post offices may submit a requisition (form 17) to their designated sectional center facility on their next scheduled requisitioning date.

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All Postal Installations

International Inaugural Service—Iberia Air Lines

On or after June 18, 1973, Iberia Air Lines will inaugurate DC-10 service from Washington, D.C. to Madrid with an intermediate stop at Boston. To send covers by this service, prepare them in the usual manner addressed for delivery in Spain, United States, and Canada, affixing postage at 21 cents per half ounce. Aerogrammes and postal cards will not be accepted. The covers should be enclosed in another envelope addressed as follows and should reach the office applying the cachet no later than 3 days prior to the scheduled flight:

,	District Control of the Control of t
Cacheta to be applied by	Send covers to
AMF Dulles	Superintendent, Airport Mail Facility, Dulles International Airport, Washington, DC 20041.
Vashington, DC City Post Office.	Postmaster, Washing- ton, DC 20013. At- tention: Superinten- dent, Main Office Window.
MF Boston, MA	Superintendent, Air- port Mail Facility, U.S. Postal Service, Logan International Airport, Boston, MA

Covers already postmarked, those not properly prepared, and those posted in the usual manner will not receive cachets.—Logistics and Engineering Department, 5-24-73.

Boston, MA City Post Office.

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All Postal Installations

UNIFORM PROGRAM—LICENSED VENDOR LISTING

The following uniform vendors have received their vendor's license since distribution of Publication 136, Licensed Vendor listing. This additional listing must be attached to Publication 136. These lists must be posted where they are readily available for employee's perusal.

			1				
Brownie's A & N	575 Main St.	Buffalo	NY 14208	Kay Uniforms Life Uniform Shop	1625 Getwell Rd. 77 Hilladale Mall	Memphis San Mateo	TN 88111 CA 94408
Campus Bootery	204 South State St.	Ann Arbor	MI 48108	Merit Shoe Co., Inc.	151 North Main St.	Barre	VT 05641
Endicott Johnson	49 Main St.	Bangor	ME 04401	Merit Shoe Co., Inc.	67 Main St.	Montpelier	VT 05601
Shoe Co.				Merit Bhee Co., Inc.	66 Main St.	Springfield	VT 05156
Redicott Johnson	80 Front St.	Bath	ME 04580	Merit Shoe Co., Inc.	125 Main St.	Brattleboro	VT 05801
Shoe Co.				Merit Shoe Co., Inc.	86 Main St.	Newport	VT OSSSS
Endicott Johnson Shoe Co.	100 Maine St.	Brunswick	MCE 04011	Pearl Shoes	Williams Shopping Center	North Syracuse	NY 13212
Endicott Johnson	Liberty Tree Mall	Danvers	MA 01923	Red Wing Shoe Store	3311 North Harlem	Chicago	IL 60684
Shoe Co.				Red Wing Shoe Store	439 West Pipeline	Hurst	TX 76058
Endicott Johnson	181 Main St.	Berlin	NH 03570		Rd.		
Shoe Co.				Red Wing Shee Stere	114 East Travis St.	San Antonio	TX 78205
Endicott Johnson	56 North Main St.	Concord	NH 02301	Red Wing Shoe Store	113 Shelley Dr.	Tyler	TX 75701
Shoe Co.				Renmar Enterprises	200 Route 17	Paramus	NJ 07652
Endicett Johnson Shoe Co.	84 Main St.	Keeno	NH 03481	Rocco's Men's Clothing	176 South Broadway	Salem	OH 44460
Endicott Johnson	Pleasant and Water	Leconia	NH 02246	Royce Shoes	Rutland Plaza	Rutland	VT 05701
Shoe Co.	Sts.			Sauer's Clothing	218 West Main	Cherokee	IA 51012
Hermans Work Shoes	2710 South Lamar	Austin	TX 78704	Slm's	264 Castro St.	Mountain View	CA 94040
Hudsons Shoes, Inc.	944 Vista Ave.	Boise	ID 88705	Tannous Shoes	830 Dewey Ave.	Rochester	NY 14618
Hudsons Shoes, Inc.	822 West Idaho	Boise	ID 83702	VCG Uniform	5050 West Irving	Chicago	IL 60641
Kals o Earth Shoes	1481 Westwood	Los Angeles	CA 90024	Division	Park		
	Blvd.	-		Westwood Linen	Old Hook Rd.	Westwood	NJ 07675
Kandel Shoes	960 East Holt	Pomona	CA 91767	Supply Co.			
The second second							

-Customer Services Group, 5-24-73.

All Post Offices

New Money Order Fees on COD Mail

The new Money Order System being phased in across the country over the next 6 months will increase the maximum value for a single money order to \$300. Postmasters at post offices not on the new system will be receiving COD parcels from participating post offices which will show the new money order fees on the COD tags. The reverse situation will also be true. In these cases, the money order fee on the COD tag should be corrected to reflect the appropriate fee in effect at the office of delivery. The postmaster at the office of mailing need not be advised.

Postmasters should encourage their personnel and all large COD mailers to determine the correct money order fee for the office of delivery whenever possible. During the phasein of the new money order system every effort should be made to issue on the same day the money orders for all COD collections made on the last Friday under the old system. This will avoid any necessity for an adjustment in fees.—Finance Department, 5-24-73.

All Postal Installations

Wanted Circular Canceled

The following Postal offender has been apprehended:

Barney L. Calloway

Destroy the wanted circular issued May 7, 1973, concerning him.—Inspection Service, 5-24-73.

Continued from p. 1

In conjunction with the issuance of the Boston Tea Party stamps, the Postal Service will release a limited number (10,000) American Commemorative Series Stamp Panels. These panels, which measure 8½ by 11¼ inches, are printed on a heavy art paper suitable for framing or mounting in an album. The panels sell for \$2 each.

Any sectional center which wishes to make these panels available may requisition a supply on form 17, Stamp Requisition, from its accountable paper depository (in units of 10 panels or cartons of 120). Associate offices may requisition any required quantity from the SCF's designated to distribute accountable paper. The panels will be available on a first-come basis from all distributing offices.—Philatelic Affairs, 5-24-73.

All Postal Installations

Red Stamp Pad Ink Container

An employee suggestion for improved use of P.O. Item 660-B, Red Stamp Pad Ink Container, is restated for application wherever this item is utilized. Item 660-B, FSN 7510-057-9305, is issued by the General Services Administration stores stock depots and by the area supply center. The suggestor advises that an easier and cleaner method of inking stamp pads is to make a vertical cut in the dispensing tip with a sharp knife. By so doing, a valvelike opening is created in the dispensing tip to permit a controlled flow of ink.—Administration Department, 5-24-73.

BE SURE THAT
PROPER POSTAGE
IS PAID ON ALL
LETTERS AND
PACKAGES

All Post Offices

Damaged Registered Articles

A recent review of Forms 565, Application for Indemnity for Registered Mail, at the St. Louis Postal Data Center indicates that personnel who handle registered mail are not following instructions contained in Part 161, Postal Service Manual. Damaged articles received for delivery or received at intermediate points for onward dispatch are not being endorsed "Received in Damaged Condition at _______" Damaged articles are not being rewrapped. Form 3899, Registered Matter—Damaged, Unsealed or Without Content, is not being completed and signed by the clerk and the supervisor.

Numerous claims are being paid for partial or complete damage to registered article because articles damaged during USPS handling have been officially sealed are not being opened in the presence of a postal employee. Articles that have been rewrapped or officially sealed must be opened and inspected by the addressee in the presence of the delivering employee.

Postmasters are directed to review these procedures with all employees responsible for handling registered mail.—Finance Department, 5-24-73.

Post Offices Having Vehicle Fuel Stock

Revised Form 4580

Revised Form 4580, Summary of Gasoline, Diesel Fuel, and Oil Issued From Stock, is now available from postal supply centers. Effective date for use of the revised Form 4580 is A/P1, PFY 1974. Post offices concerned may submit a Special Requisition for Supplies, Form 4750, to their supply center for an initial supply of Form 4580. Do not include any other items on your special requisition. Additional requirements should be ordered on Form 7380, Requisition for Supplies, during regular requisitioning cycles. Revised Form 4580 eliminates the need for Form 4505, Summary of Gasoline and Oil Issued to Other Post Offices. The remaining stock of Form 4505 on hand beginning A/P1, PFY 1974 may be destroyed as waste.—Delivery Services Department, 5-24-73.

First-Class Offices

Budget Reporting System Fiscal Year 1974

One of the basic controls contained in the new Financial Reporting System fiscal year 1974, is the Functional Activities Code (FAC), which is intended to identify each activity. An additional column is being printed in all financial records and reports to be used in fiscal year 1974.

First-class offices designated as four-way-break offices by their regional controller will follow the instructions given below. All other post offices will ignore the FAC column.

The FAC codes are as follows:

Code

E ____ Employee and Labor Relations.

S ____ Support.

C ___ Customer Services.

M ____ Mail Processing.

Accounts 55428, 5B244, 5B255, and 5B266 require identification of the activity in every cashbook and statement of account. This will be done by inserting the appropriate code in the FAC column. When the account represents an expenditure chargeable to only one activity the applicable code E, S, C, or M will be written alongside the account in the FAC column. If the expenditure covers more than one activity, the amount for each activity shall be identified. This will be accomplished by making one or more write-in entries listing the same account number, the amount chargeable to each activity and writing in the FAC column the pertinent code.

The bills forwarded to PDCs for payment shall be encoded in accordance with the system described above. — Finance Department,

5–24–73.

All Postal Installations.

International Inaugural Service—Northwest Orient

On or after June 1, 1973, Northwest Orient will inaugurate DC-10 service from Washington, D.C. to Tokyo and Seoul via Cleveland, Chicago, and Anchorage. Official cachet and philatelic treatment are authorized as outlined in section 257.33, Postal Service Manual. To send covers by this service, prepare them in the usual manner addressed for delivery in Japan, Korea, United States, and Canada, affixing postage at 21 cents per half ounce. Aerogrammes and postal cards will not be accepted. The covers should be enclosed in another envelope addressed as follows and should reach the office applying the cachet no later than 3 days prior to the scheduled flight:

Covers already postmarked, those not properly prepared, and those posted in the usual manner will not receive cachets.—Logistics and Engineering Department, 5-24-73.

U.S. SAVINGS BONDS EARN INTEREST AT A GUARANTEED RATE

All Postal Installations

COST-OF-LIVING ANNUITY INCREASE

The Civil Service Commission has announced that annuities will be increased by 6.1 percent effective July 1, 1973. This increase is based on the Consumer Price Index (CPI) for the 3-month period from February 1973 through April 1973 (5.1 percent for April) plus an additional 1 percent. This increase is given only on annuities effective on or before July 1, 1973, as provided for under the curtent retirement law.

Notice to Employees

Installation heads are urged to inform eligible employees considering retiring soon that in order to get the 6.1-percent annuity increase effective July 1, 1973, they must file a retirement application and be in a nonpay status or separated no later than June 30, 1973.

Disposition of Annual Leave Balance

Unused current accrued annual leave which exceeds the amount the employee is authorized to carry over from year to year must be used before retirement or it will be forfeited. See (old) Postal Manual 721.34, for complete information on payment for accumulated and current accrued annual leave.

Granting LWOP in Certain Pending Disability Retirement Cases

There will probably be some pending disability retirement cases in which the Civil Service Commission will be unable, by June 30, 1973, to determine and notify interested parties whether the applicant is totally disabled. In such a case, the applicant will not be eligible for the cost-of-living increase if he is carried in a pay status after June 30, 1973.

To avoid loss of the increase, applicants may request, and installation heads may grant, leave without pay from July 1, 1973. If the disability claim is disallowed, sick or annual leave with pay may be retroactively substituted for the leave without pay. If the claim is allowed, the annuity commences July 1, 1973; unused accumulated annual leave which does not exceed the amount the employee is authorized to carry over from year to year is payable in a lump sum; and unused sick leave is included in the

annuity computation as in other retirement cases.

Where a large amount of sick leave is involved, it may be more advantageous for the employee to remain in a pay status on sick leave. In this situation, give the applicant the choice of continuing in pay status or being placed in LWOP so as to receive the cost-of-living increase and retirement credit for unused sick leave.

Retirement Counseling

Form 2411, Check List for Preretirement Interviews, provides a guide on information that should be of interest to prospective retirees. Some information of general interest is repeated here for convenience.

1. Federal Income Tax

A Civil Service annuitant does not pay Federal income tax on his annuity until he has received annuity payments equal to the amount he has contributed to the Civil Service Retirement Fund.

2. Federal Employees Group Life Insurance

Regular (basic) life insurance continues free after retirement on an immediate annuity with 12 or more years of service, or for disability.

If the employee has had optional insurance for all service during which it was available to him, it may also be continued into retirement. However, optional insurance premiums are paid (by automatic deductions from monthly annuity) until age 65. After age 65, optional insurance also continues free.

When an employee retires at age 65 or over, or when he reaches 65, if he retires before that age, both regular and optional insurance reduce by 2 percent a month. These reductions continue until the amount of insurance reaches 25 percent of the amount in force at retirement.

3. Health Benefits (Hospitalization and Medical)

An employee who retires on an immediate annuity with 12 or more years of creditable service, or for disability, may continue his health benefits coverage into retirement, if he has been enrolled (or covered as a family member) in a Federal health plan:

(a) During the 5 years of service immediately preceding his retirement, or (b) during all service since his first opportunity to enroll.

4. Election of Survivor Annuity

Retiring employees who are married should be made aware of the small reduction in annuity for providing survivor benefits for spouse. Married employees (male and female) who elect an annuity without survivor benefit should attach a note to their retirement application confirming this election and indicating they understand the monetary difference involved.

Processing Retirement Applications

Installations should accurately process all reitrement applications and related documents through appropriate channels to postal data centers as soon as possible.

Documents Required

The following forms (or information) must be completed and sent to respective personnel service centers for forwarding to postal data centers in all retirement cases:

- 1. SF 2801, Application for Retire-
- 2. Form 2526, Request for Personnel Action, and Form 50, Notification of Personnel Action.
- 3. All copies of SF 2809, Health Benefits Registration Form, in the employee's personnel folder, if employee is eligible to continue enrollment into retirement.
- 4. SF 2810, Notice of Change in Health Benefits Enrollment.
- 5. SF 56, Agency Certification of Insurance Status.
- 6. SF 54, Designation of Beneficiary, if one is in the employee's folder.
- 7. The last day for which the employee was paid, either for work performed or for paid leave. Enter the last day of pay in item 30, Remarks of Form 50.
- 8. Complete copy of employee's military discharge certificate, if available, and if his honorable, active military service has not been verified and recorded in his official personnel folder and on his Individual Retirement Record, SF 2806.—Employee Relations Department, 5-24-73.

All Post Offices

MISSING OR STOLEN MONEY ORDER FORMS—DO NOT CASH THESE ORDERS

To be posted and used by window clerks; destroy previous notices. Insert in proper sequence any interim notices from Inspection Service.

104,853,300 to 104,853,449 111,376,554 to 111,376,699 114,011,337 to 114,011,849 114,229,150 to 114,229,849 117,193,362 to 117,193,378 121,968,244 to 121,968,299 122,851,234 to 122,851,299 124,450,066 to 124,450,199 125,833,650 to 125,833,799 1,923,904,133 to 1,923,905,999 1,934,695,700 to 1,934,696,399 1,940,484,700 to 1,940,485,449 1,945,919,000 to 1,945,919,649 1.951,442,300 to 1,951,442,949 1,973,200,053 to 1,973,200,099 1,995,199,900 to 1,995,199,999 2,006,466,115 to 2,006,466,199 2,007,098,648 to 2,007,098,999 2.009,889,520 to 2,009,889,599 2,013,337,788 to 2,013,337,999 2,013,711,581 to 2,013,711,699 2,014,577,195 to 2,014,577,499 2,014,765,100 to 2,014,765,349 2,024,236,154 to 2,024,236,199 2,024,875,395 to 2,024,875,999 2,025,322,264 to 2,025,922,499 2,027,412,981 to 2,027,412,999 2,029,555,700 to 2,029,555,899 2,034,009,168 to 2,034,009,199 2,034,215,108 to 2,034,215,649 2,034,241,000 to 2,034,241,149 2,270,328,000 to 2,270,331,999 2,753,553,213 to 2,753,553,399 2,754,501,781 to 2,754,501,809 2,755,707,338 to 2,755,707,399 2,756,795,650 to 2,756,796,249 3,780,914,000 to 3,780,915,999 3,784,278,600 to 3,784,279,999 3,794,454,150 to 3,794,454,199 3,800,811,000 to 3,800,813,499 3,803,111,413 to 3,803,111,449 3,807,175,050 to 3,807,176,849 3,810,433,250 to 3,810,433,349 3,814,699,327 to 3,814,700,399 3,822,851,800 to 3,822,852,999 3,829,844,700 to 3,829,846,199 3,839,928,954 to 3,839,930,199 3,845,695,000 to 3,845,695,999 3,850,802,900 to 3,850,803,999 3,851,524,500 to 3,851,525,999 3,858,700,031 to 3,858,700,549 3,860,606,800 to 3,860,607,749 3,865,679,740 to 3,865,680,449 3,866,798,050 to 3,866,798,799 3,870,420,281 to 3,870,420,599 3,883,236,411 to 3,883,237,249 3,886,882,767 to 3,886,882,787 3,887,136,437 to 3,887,136,499 3,890,800,050 to 3,890,800,949

3,895,752,473 to 3,895,752,999 3,897,680,207 to 3,897,680,350 3,900,372,912 to 3,900,373,149 3,900,760,920 to 3,900,760,987 3,900,853,163 to 3,900,853,199 3,903,215,449 to 3,903,215,499 3,905,092,719 to 3,905,093,149 3,907,686,200 to 3,907,686,299 3,909,406,197 to 3,909,406,449 3,909,527,395 to 3,909,527,499 3,909,632,504 to 3,909,632,549 3,912,422,150 to 3,912,422,199 3,914,599,677 to 3,914,599,799 3,914,884,465 to 3,914,885,999 3,917,087,308 to 3,917,087,349 3,917,185,850 to 3,917,185,899 3,917,271,200 to 3,917,271,349 3,917,491,137 to 3,917,491,299 **48**,346,211 to **48**,347,999 **5**39,427,650 to **5**39,428,049 544,882,800 to 544,883,999 556,858,248 to 556,859,999 583,167,400 to 583,167,999 585,893,876 to 585,893,999 587,623,100 to 587,623,199 594,683,268 to 594,683,299 599,543,500 to 599,543,999 5,575,546,413 to 5,575,546,499 5,583,514,274 to 5,583,515,999 5,611,934,000 to 5,611,935,999 5,621,652,564 to 5,621,652,999 5,634,099,997 to 5,634,101,999 5,646,932,000 to 5,646,933,999 5,647,270,759 to 5,647,271,999 5,655,140,000 to 5,656,143,999 5,656,522,036 to 5,656,525,999 5,659,292,000 to 5,659,293,999 5,659,763,800 to 5,659,765.299 5,666,020,000 to 5,666.021,999 5,668,669,900 to 5,668,671,399 5,671,762,600 to 5,671,763,999 5,674,407,000 to 5,674,410,499 5,679,794,000 to 5,679,795,999 5,692,340,350 to 5,692,341,849 5,693,147,100 to 5.693,148,099 5,694,032,000 to 5,694,033,999 5,694,251,950 to 5,694,253.249 5,697,680,050 to 5,697,680,899 5,726,496,150 to 5,726,496,899 5,730,585,350 to 5,730,586,449 5,733,457,000 to 5,733,457,999 5,734,520,545 to 5,734,521,399 5,737,799,850 to 5,737,800,499 5,739,290,150 to 5,739,290,899 5,749,572,650 to 5,749,573,099 5,757,250,874 to 5,757,251,199 5,759,177,132 to 5,759,177,199 5,766,829,750 to 5,766,831,149 5,774,906,222 to 5,774,906,399

5,775,103,095 to 5,775,103,149 5,777,753,300 to 5,777,753,749 5,783,377,860 to 5,783,377,999 5,783,461,685 to 5,783,463,499 5,783,726,850 to 5,783,727,049 5,786,659,139 to 5,786,659,199 5,786,678,709 to 5,786,678,949 5,792,786,950 to 5,792,787,199 5,798,177,326 to 5,798,177,499 5,798,390,450 to 5,798,390,499 5,798,635,683 to 5,798,635,999 5,799,478,500 to 5,799,479,999 5,806,140,822 to 5,806,140,899 5,810,142,683 to 5,810,142,695 5,815,989,298 to 5,815,989,399 5,825,526,850 to 5,825,526,999 600,790,950 to 600,791,249 600,847,100 to 600,847,349 606,022,050 to 606,022,249 73,764,000 to 73,767,999 7,388,138,197 to 7,388,139,999 7,390,556,000 to 7,390,559,999 7,426,790,000 to 7,426,793,999 7,489,060,600 to 7,489,061,349 7,508,153,739 to 7,508,153,759 7,514,290,319 to 7,514,291,499 7,544,018,500 to 7,544,019,399 7,557,598,450 to 7,557,598,799 7,557,797,700 to 7,557,797,899 7,557,943,250 to 7,557,944,049 7,565,717,550 to 7,565,717,749 7,571,042,068 to 7,571,042,127 7,571,982,062 to 7,571,982,099 7,573,858,063 to 7,573,858,079 7,575,752,572 to 7,575,752,599 7,576,214,823 to 7,576,214,899 7.577,399,600 to 7,577,399,640 7,583,570,600 to 7,583,570,799 7,584,368,257 to 7,584,368,299 7,585,987,038 to 7,585,987,099 7,585,998,400 to 7,585,998,499 7,589,840,560 to 7,589,840,599 7,592,004,273 to 7,592,004,299 7,595,759,250 to 7,595,760,149 7,595,853,176 to 7,595,853,211 7,597,521,455 to 7,597,521,499 7,598,550,400 to 7,598,550,699 89,044,000 to 89,046,999 8,333,694,000 to 8,333,695,999 8,385,495,672 to 8,385,495,699 8.552,624,000 to 8.552.624.999 8,598,419,777 to 8,598,419,799 8,600,803,923 to 8,600,803,949 8.601,391,249 to 8,601,391,300 8,604,364,400 to 8,604,364,449 8,607,522,257 to 8,607,522,399 8,607,787,975 to 8,607,787,999 8,610,820,850 to 8,610,821,599 8,611,028,150 to 8,611,028,249